



DEPARTMENT OF THE ARMY
Charlie Company, Warrior Transition Battalion-Europe
CMR 457
APO AE 09033

REPLY TO
ATTENTION OF:


MCEUB-WTU

8 February 2011

MEMORANDUM FOR RECORD

SUBJECT: Commander's Policy Letter: Health and Welfare Inspection Standards

1. As per the Barracks SOP, the chain of command will conduct Health and Welfare Inspections at a minimum of once every two weeks.
2. In order to maintain a drug free working environment and minimize alcohol related incidents, the command will confiscate and inventory all contraband items to include but not limited to: alcohol, over the counter medication, firearms, ammunition, illegal drugs, anything specifically banned in previous policy letters or memorandums, and anything that is contrary to good order and discipline.
3. After each health and welfare inspection, the chain of command will send up a detailed inventory memorandum of all contraband found during the search. The memorandum will include: the date and time of the search, the names of the Soldiers who possessed the contraband, what contraband they possessed, and any mitigating circumstances that might explain the contraband.
4. The POC for this action is the undersigned at: 354-7088.


BRENNNA K. RICE
CPT, SC
Commanding